



**Cumberland County Public Schools  
DIRECT DEPOSIT  
PAYROLL AUTHORIZATION FORM**

**To start or change a direct deposit, a voided check printed  
with your bank routing number and your account  
number must be attached.**

**PLEASE STAPLE HERE!**

Last Name First Name M.I.

Employee Social Security Number

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☐ **START** Effective immediately  
for processing. **Verify** your first direct  
deposit with a representative of your bank.

☐ **CHANGE** Effective immediately for processing.  
Verify this deposit with a representative of your bank on payday to ensure an  
accurate set-up of this transaction.

☐ **STOP** A complete and  
signed Direct Deposit  
Authorization **must be received**  
**at the payroll office 7 days**  
**prior to payday.**

Type of Account-CHECK ONE

☐ **Checking** ☐ **Savings**

Bank Name and Address

Routing Number

Account Number

☐ I UNDERSTAND THAT I MUST  
SUBMIT A NEW DIRECT  
DEPOSIT AUTHORIZATION  
FORM IF I CHANGE BANKS  
AND/OR ACCOUNTS.  
(No other notices are needed if  
this form is used.)

**I authorize the Cumberland County Public Schools to transfer the full amount of my salary, after  
deductions, to the financial institution named above for deposit to my account.**

**I understand that if I close my account, I will not receive a salary payment until my bank returns the  
funds to the School. The School is authorized to terminate this agreement without notice if legally  
obligated to withhold any part of my salary. This authorization remains in effect until I notify the  
Cumberland County Public Schools Payroll Office in writing.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Original To:  
Cumberland County Public Schools Payroll Office  
P.O. Box 170  
Cumberland, Virginia 23040  
Phone: 804-492-4212 Fax: 804-492-9866**